

## 2017-2018 Smarter Quick Tips

### Creating Participation Reports

➤ Begin by going to the portal at <http://mt.portal.airast.org/>

1. Click on the **Test Administrators** button

2. Click the **TIDE** button:



3. Sign in with your username and password

4. And click on the **Monitoring Testing Progress** button under the **Administering Tests** module:



➤ To get a **Participation Report** for your System or School:

1. Click on the **Plan and Manage Testing** option in the middle of the pull down.

2. Use the **Step 3: Get Specific** filtering options and use the drop down lists to filter for “students who *have not* completed 1<sup>st</sup> opportunity of the selected administration.

3. Then decide how you would like to see the report.

- i. **Generate Report** gives you an on-screen list of the students
- ii. **Export Report** opens the list in a spreadsheet – completed tests can be filtered using the “test status” column

✓ “Monitoring Testing Progress” can be referenced starting on page 51 in the *MT TIDE User Guide* in **Resources**, under **User Guides** on the MT portal.

- System Administrators and School Coordinators also have access to create a **Test Completion Report** for their System or School. This can be found in the **Monitoring Testing Progress** drop down under **Test Completion Rates**.

1. Use the filtering options to select the appropriate test

Report Criteria

Report: School Test Completion Ra ▾

District: Demo district 9999 (9999) ▾

School: Demo Institution 99999999 ▾

Test: Smarter ICA ▾

Administration: 2016-2017 ▾

Test Name: All ▾

Export Report

2. And **Export Report** in a spreadsheet program

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Date	TestName	DistrictNA	DistrictID	SchoolNA	SchoolID	Opportun	Total Stud	Total Stud	Total Stud	Percent St	Percent Completed	
2	#####	Grade 3 El Demo dist		9999	Demo Inst	9999_9995	1	2	1	1	50.00%	50.00%	
3													
4													
5													
6													
7													
8													

✓ “Reviewing Test Completion Rates” can be referenced starting on page 55 in the *MT TIDE User Guide* in **Resources**, under **User Guides** on the MT portal.

**Reference Table - View Reports by Role:***(If user has multiple roles, they can switch roles on the TIDE login Screen)*

	<b>Plan and Manage Testing (PARTICIPATION REPORTS)</b>	<b>Test Completion Rates</b>	<b>Test Status Code Report</b>	<b>Manage Rosters</b>
<b>DA</b>	Yes sort by school	Yes by school or all System	Yes	Yes
<b>DC</b>	Yes sort by school	Yes by school or all System	Yes	Yes
<b>SC</b>	Yes	Yes	Yes	Yes
<b>TE</b>	Yes only for Roster**	This report can only be run for school- wide level or above.	Yes	Yes
<b>TA</b>	Yes only for Roster	This report can only be run for school- wide level or above.	Not Available	Not Available